

2010 Holiday Shutdown Cost Savings and Work Approvals

The Laboratory 'Holiday Shutdown' (**6pm - Wednesday, December 22, 2010 through Sunday, January 2, 2011**) offers a significant opportunity for energy cost savings. These savings are realized by shutting down equipment and utilities.

Minimum work forces will continue the following functions during the shutdown:

- **Plant Operations & Maintenance - Plant Maintenance Technicians**
- **Safety - Fire Department, Environmental Protection, Radiation Assessment**
- **Animal Care - Animal Colony Support Staff**
- **Hydrogen Safety - Mechanical Engineering and Technical Support**
- **Receiving - Material Operations – 12/29 only**
- **U.S. Mail – Opened on the following days: 12/23, 12/27 to 12/31, 2010 & returning on 01/03/ 2011**
- **Custodial Services (as requested, if you have employees working) deadline by 12/10/2010 – on Special Needs form by Building Manager.**
- **Cafeteria – Closed at 2 pm on 12/17/2010 – Returning on 01/03/ 2011**

Special programmatic needs may require additional employees to work during the shutdown. ***All employees who must work during the period must have advance approval by the Division Director cognizant.*** In addition, employees who must work with unsealed radioactive materials must have the intended work reviewed and approved by the Environmental Health & Safety Department one week before the shutdown period.

Alternative utility and/or equipment services may be required. Requests for service should be routed through the appropriate Building Manager and done on a **Special Needs form**, and forwarded to the Facilities Division no later than **Friday, December 10, 2010**. Those who work during the Holiday Shutdown can save energy by:

1. Setting back thermostats in their own space;
2. Shutting off nonessential lights and equipment;
3. Using smaller portable heaters and workstation lighting;
4. Keeping outside windows and door closed.

These efforts are appreciated.